



South Dakota User's Guide for Ordering Additional Materials and Order History and Tracking



PEARSON

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Table of Contents

1.0	Overview	3
1.1	What You Need To Know	3
1.2	About this Guide	3
1.3	Getting Help	3
1.4	Log In	4
1.4.1	<i>Log In First Time</i>	4
1.4.2	<i>Log Out</i>	4
2.0	Home Page.....	5
3.0	Order Additional Materials	6
3.1	Order Entry Shipping Information	6
3.2	Order Entry Materials Selection	7
3.3	Submit Order	7
4.0	Order History and Tracking.....	8
4.1	Search Filters	8
4.2	View List of Orders	9
4.3	Order Tracking Screen - Functions Explained	9
4.4	View Details of an Order	10
4.4.1	<i>Order Details Section</i>	11
4.4.2	<i>Shipping Details Section</i>	11
4.4.3	<i>Shipment Information Section</i>	12
4.4.4	<i>Material Selection Section</i>	15

1.0 Overview

Districts can use the NCS SchoolHouse™ website to order additional materials from Pearson and view order history and tracking. The secure website allows districts to:

- enter orders for additional materials
- edit the order
- review additional order history
- check additional order status
- track orders from Pearson
- view confirmation
- view packing list
- view status of order within the carrier

1.1 What You Need To Know

A user ID and password were sent to you by Pearson to ensure the security of the data. Not all of the functionality described in this document will apply to every user.

1.2 About this Guide

This User's Guide uses a task-oriented approach. That is, it provides step-by-step illustrated instructions for completing distinct tasks within SchoolHouse.

- **The screens displayed in this User's Guide are *samples* and will not reflect exactly what you see on your screen. *Always follow the instructions on your computer screen.***
- Do not use your browser's *Back* or *Forward* arrows. The results may be unpredictable because they are outside the control of the SchoolHouse software program.
- **You may not have access to all features described in this guide.** Your security access and site functionality are determined by the permission levels set in your user ID and password. For example, some users will have options to approve and print while others will not.

1.3 Getting Help

- If you have questions regarding South Dakota Test of Educational Progress Alternate Assessment (STEP-A), South Dakota Writing Assessment, or the South Dakota Test of Educational Progress (DSTEP), contact:

Pearson Customer Support Center
(800) 763-2306
Monday through Friday
8:30:00 a.m. to 5:00 p.m. CT
E-mail: SouthDakotaTeam@support.pearson.com

- For technical questions regarding the use of this site, contact:

Pearson Support Center
(800) 553-2159
Monday through Friday
6:00 a.m. to 7:30 p.m. CT
E-mail: schoolhousefeedback@support.pearson.com

1.4 Log In

1. Access the website at www.ncsschoolhouse.com.
2. Click one of the red **Login** links.
3. Enter the **User ID** and **Password** assigned to you by Pearson, then click the **Login** button.

1.4.1 Log In First Time

The first time you log in, you need to set up your account for future use. The User Agreement is displayed first on your screen.

- Review the Terms and Conditions of Use for the SchoolHouse website.
- Click the **I Agree to the Terms and Conditions of Use** button to go to the next screen.
- Click the **I do not Agree** button if you have questions about the terms and conditions of use. You will exit the SchoolHouse system. See “Getting Help” for more information.

The **Enter Account Information** screen requires you to fill in contact data about the primary user.

- To activate the account, fill in the name and e-mail address of the primary account user.
- You can change the account name and e-mail address any time by clicking on the **My Account** link on the top right of any screen.

1.4.2 Log Out

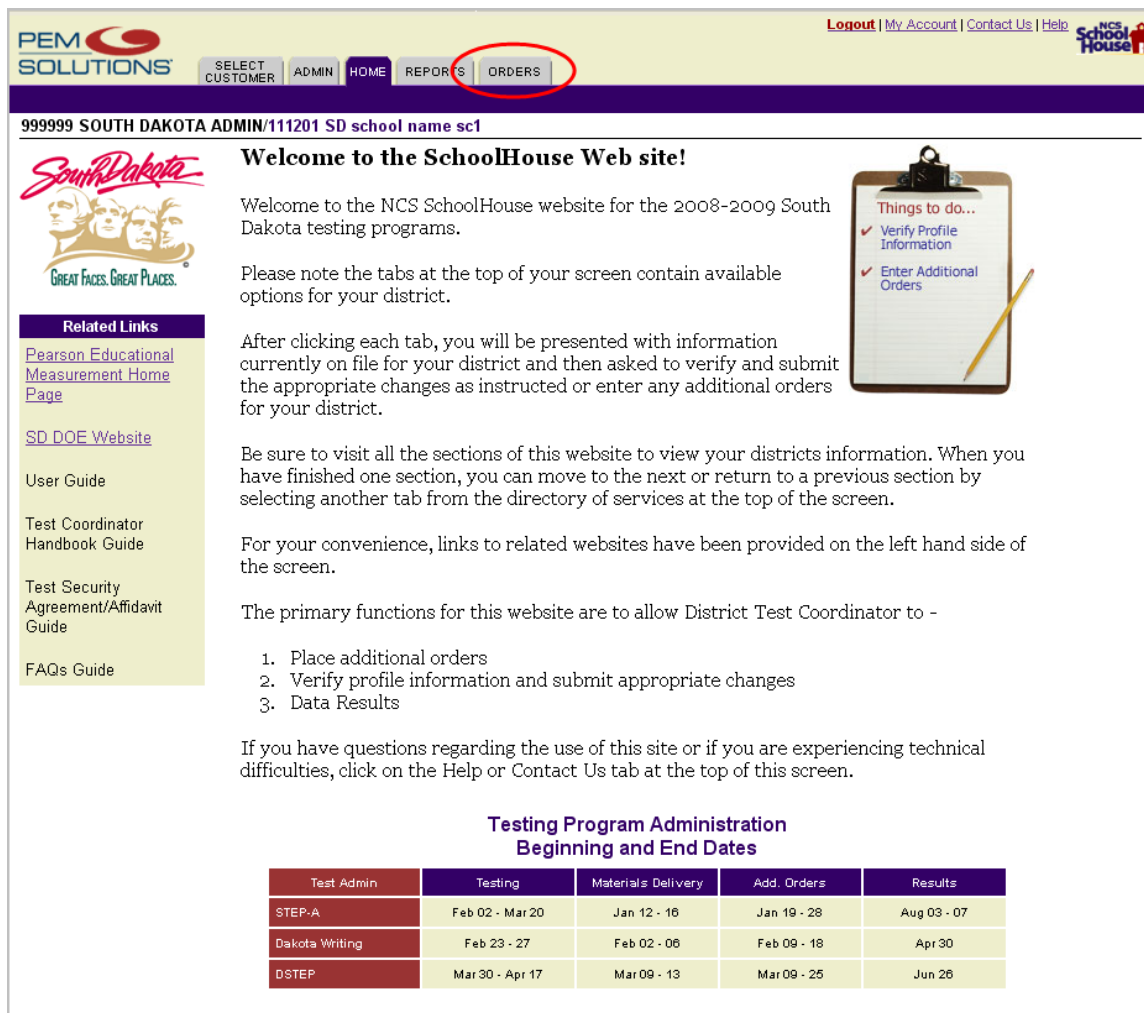
We recommend you log out of the website and close the browser each time you have finished your tasks. If you don't close the browser, your computer may be open to security breaches. To log out:

1. Click the red **Logout** link at the top right of any screen.
2. Click on the **✕** to close the browser window.

2.0 Home Page

The Home Page provides an introduction to SchoolHouse for your state, including instructions, related web site links, and other useful information, such as test administration schedules.

To view the most current test administrations and dates, see the [online](http://www.ncsschoolhouse.com) home page for your state www.ncsschoolhouse.com.



PEM SOLUTIONS [Logout](#) | [My Account](#) | [Contact Us](#) | [Help](#) **NCS SchoolHouse**

SELECT CUSTOMER ADMIN HOME REPORTS **ORDERS**

999999 SOUTH DAKOTA ADMIN/111201 SD school name sc1

South Dakota
GREAT FACES. GREAT PLACES.

Welcome to the SchoolHouse Web site!

Welcome to the NCS SchoolHouse website for the 2008-2009 South Dakota testing programs.

Please note the tabs at the top of your screen contain available options for your district.

After clicking each tab, you will be presented with information currently on file for your district and then asked to verify and submit the appropriate changes as instructed or enter any additional orders for your district.

Be sure to visit all the sections of this website to view your districts information. When you have finished one section, you can move to the next or return to a previous section by selecting another tab from the directory of services at the top of the screen.

For your convenience, links to related websites have been provided on the left hand side of the screen.

The primary functions for this website are to allow District Test Coordinator to -

1. Place additional orders
2. Verify profile information and submit appropriate changes
3. Data Results

If you have questions regarding the use of this site or if you are experiencing technical difficulties, click on the Help or Contact Us tab at the top of this screen.

**Testing Program Administration
Beginning and End Dates**

Test Admin	Testing	Materials Delivery	Add. Orders	Results
STEP-A	Feb 02 - Mar 20	Jan 12 - 16	Jan 19 - 28	Aug 03 - 07
Dakota Writing	Feb 23 - 27	Feb 02 - 06	Feb 09 - 18	Apr 30
DSTEP	Mar 30 - Apr 17	Mar 09 - 13	Mar 09 - 25	Jun 26

Related Links

- [Pearson Educational Measurement Home Page](#)
- [SD DOE Website](#)
- [User Guide](#)
- [Test Coordinator Handbook Guide](#)
- [Test Security Agreement/Affidavit Guide](#)
- [FAQs Guide](#)

Things to do...

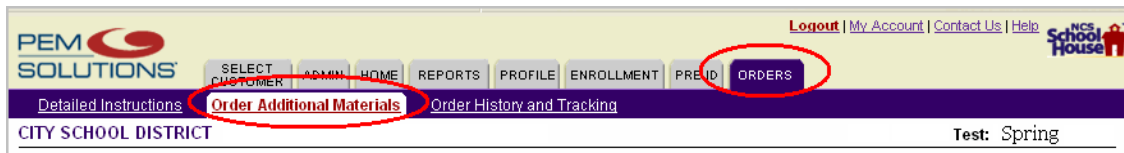
- ✓ Verify Profile Information
- ✓ Enter Additional Orders

If your session is inactive for 30 minutes, it automatically closes without saving changes. You will have to log in again.

3.0 Order Additional Materials

Use the **Order Additional Materials** sub-tab to display the order entry form. Required fields are marked with a red asterisk (*). Your screens may differ slightly from the ones displayed in this document.

1. To order additional materials, click on the **Orders** tab.
2. Select the correct test administration from the Test drop down menu.
3. Read the Detailed Instructions screen carefully before proceeding. You may want to print these instructions for future use.
4. Click the **Orders Additional Materials** sub-tab.



3.1 Order Entry Shipping Information

Fill in the required fields (asterisked in red) on the **Order Additional Materials** page.

- In **Need By Date**, input the date you need your materials.
- Select a **Shipment Reason** from the drop-down list. If your Shipment Reason is not on the list, select Other and enter the reason in that field.
 - Use **Special Instructions** for delivery instructions and other information necessary for Pearson to complete your order.
- The **Ship To** information (not shown) is the Test Coordinator's name, address, email, and phone number that Pearson has on record.
 - **NOTE:** To update **Ship To** information, please contact the Customer Service Center at 1-800-763-2306 or go to the **Profile** tab and submit the change via email to the South Dakota Program Team at SouthDakotaTeam@support.pearson.com.

Order Additional Materials

*** - Required Fields**

Shipping Information

* **Need By Date:** / / (MM/DD/YYYY)

* **Delivery Method:**

* **Shipment Reason:** **Other:**

Special Instructions:

Ship To: * **Name**
Title

- Click on the white arrow next to Shipping Information to switch views from the top of the page (Shipping Information) to the bottom of the page (Material selection).

▲ Shipping Information

3.2 Order Entry Materials Selection

1. Enter the number of materials in the **Quantity** column field. Read the material descriptions carefully when entering quantities.
2. Remove materials from the Current Order by deleting the number or putting a zero in the field.
3. Click on the **show selected** link to toggle back and forth between the items you have selected or to see the entire list.
4. Click the **Next** button at the bottom of the page.

*** - Required Fields**

Material selection				
3 Test Materials Selected show selected				
Quantity	<input checked="" type="checkbox"/> Test Material	<input checked="" type="checkbox"/> Type	<input checked="" type="checkbox"/> Grade	<input checked="" type="checkbox"/> Test
<input type="text" value="10"/>	TEST/ANSWER BK, GR 3, MATH, FORM 1	Test Books	3	Math
<input type="text" value="2"/>	TEST/ANSWER BK, GR 3, MATH, FORM 1, PK 5	Test Books	3	Math
<input type="text" value="5"/>	TEST/ANSWER BK, GR 3, MATH, PK 5	Test Books	3	Math
<input type="text" value=""/>	TEST/ANSWER BK, GR 3, MATH, PK 25	Test Books	3	Math

3.3 Submit Order

1. After you click **Next** from the previous page, a page is displayed summarizing the shipping information and exact amount of materials you ordered.
2. When you have verified that the order is complete and accurate, select the Submit Order button.
3. If your order cannot be completed, leave the page without submitting your order.
4. Review your order for accuracy (shipping information and exact amount of materials requested).
5. If you find any information that must be corrected, select the **Back** button to return to the Order Additional Materials page.
6. When you have verified that the order is complete and accurate, select the **Submit Order** button. If your order cannot be completed, leave the page without submitting your order.

Material selection					
Sequence	Quantity	Test Material	Type	Grade	Test
50	10	TEST/ANSWER BK, GR 3, MATH, FORM 1	Test Books	3	Math
51	2	TEST/ANSWER BK, GR 3, MATH, FORM 1, PK 5	Test Books	3	Math
52	5	TEST/ANSWER BK, GR 3, MATH, PK 5	Test Books	3	Math

7. The **Order Submitted Pending Approval** message displays indicating that your order has been successfully entered and has been received by Pearson.

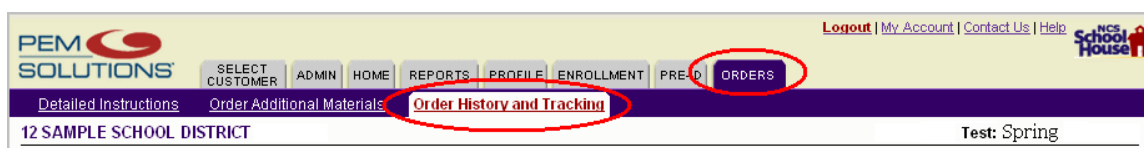
Your order will be reviewed for approval prior to shipping. An e-mail will be sent to you when the order has been approved.

4.0 Order History and Tracking

After you have received your order, go to the **Order History and Tracking** sub-tab and select the **View Confirmation** link for each shipment. Let us know if you have received your order with “No problems” or describe the problem in the text box provided. An automatic e-mail will be generated to your Customer Service team for research and resolution.

Your screens will look slightly different than the sample ones displayed in this document.

1. To view order history and tracking, click on the **Orders** tab.



2. To view order history and tracking, select the **Order History and Tracking** sub-tab.

4.1 Search Filters

Districts are allowed to edit orders that have not yet been approved. To focus your selection on the most relevant orders you wish to edit, use “filters” on the **Materials Selection** screen.

Column headings that are underlined can be viewed in ascending or descending order. Click on the heading you wish to sort by.

NOTE: You can only use one filter at a time.

- Use the **show selected** link to display only the items with quantities filled in.

show selected

- Use the blue arrow head next to the **Order** link to display the filter dialog. In the Search field, enter the first few characters (uppercase only) of the item description you are looking for and select **GO**.

The items that start with those characters you entered are displayed. Select **Clear Filter** to show all items.

<input type="checkbox"/>	Edit?	Delete?	<input checked="" type="checkbox"/> Order ▲	<input checked="" type="checkbox"/> SaleOrder Number	<input checked="" type="checkbox"/> Code	<input checked="" type="checkbox"/> Customer	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Submission Date ▲	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Deliv
			Clear Filter Additional Order Test Materials		111111111	SCH00L01	Processing	xx/xx/xxxx	xx/xx/xxxx	
<input type="checkbox"/>			Search 115		222222222	SCH00L02	Awaiting Approval	xx/xx/xxxx		

4.2 View List of Orders

The **Order History and Tracking** screen displays all the orders for the administration you have selected along with information about each order.

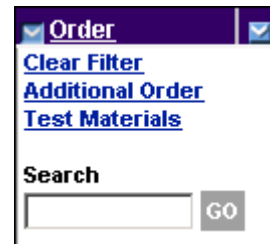
Order History and Tracking											
View By: <input checked="" type="radio"/> Orders from Pearson <input type="radio"/> Shipments to Pearson											
<div> <div>Approve</div> <div>Orders 1 - 2 of 2</div> </div>											
<input type="checkbox"/>	Edit?	Delete?	Order	Sales Order Number	Code	Customer	Status	Submission Date	Approval Date	Delivery Date	Confirmation
<input type="checkbox"/>			Additional Order (63982)		11111	District 01	Awaiting Approval	10/01/2008			
<input type="checkbox"/>			Additional Order (63987)		11111	District 01	Awaiting Approval	10/01/2008			

4.3 Order Tracking Screen - Functions Explained

- The **View By Orders from Pearson** radio button allows you to select orders shipped to you from Pearson.
- In the **Edit?** column, select the pencil icon to make changes to your order. The pencil icon is available only as long as the order status is **Awaiting Approval**.
- The **Order** column lists the order type and order number. Select an **Order** link to view the order details. For orders that have been shipped, the details show the shipment information, including the packing list and a link to the carrier's tracking information. This is explained in more detail in the next section.

NOTES:

- Use the **blue arrow head** next to each heading to the filter dialog. Select the option display you are searching for. Select **Clear Filter** to show all items.
- Use the **blue arrow head** next to a searchable heading and enter the first few characters (uppercase only) of the item description you are looking for and select **GO**. The items that start with those characters are displayed.
- Column headings that are **underlined** can be viewed in ascending or descending order. Click on the underlined heading you wish to sort by.
- It is not the intent of this section to describe each column in detail. Your column headings may look different than the ones displayed in this document. Select any heading and see what options are available under that heading.**



- Sales Order Number** column lists the Pearson sales order number.
- Code** is the number under which the order was submitted.
- Customer** is the district name under which the order was submitted.
- Status** can be:

- **Awaiting Approval** indicates that your order has been submitted but has not yet been approved by Pearson. You may still edit or delete the order.
- **Processing** indicates that your order has been approved and will be shipped. You may still view the order details by selecting the **Order** link in the **Order** column, but orders in process can no longer be edited or deleted.
- **Rejected** indicates that your order could not be processed for some reason. Go to the “Getting Help” section and contact your state’s Program Team if you need help resolving this.
- **Delivered** indicates that the shipment has been delivered to the person who requested the order. Use the **Order** link in the **Order** column to view carrier tracking information.
- **Submission Date** shows the date the order was submitted.
- **Approval Date** shows the date the order was approved.
- **Delivery Date** shows the date the order was delivered.
- **Confirmation** will show if the order was confirmed, had shipment problems, or had problems resolved.
- **Approve** - The Program Team will approve orders. When the order is approved, status in the **Status** column changes from **Awaiting Approval** to **Processing**.
- To view the details of an order, click on the underlined **Order** name in the **Order** column.

4.4 View Details of an Order

The **Order History and Tracking** tab will display the **Order List** screen. The **Order List** screen displays all orders for your district. The **Order** column lists the order type and order number. To view the details of an order, select an order type from the **Order** column list. Below is a sample of the order type and order number.



In the Additional Order screen, you can edit the order (if it has not yet been approved).

Additional Order(5744)

[Return to Order List](#)

Edit Approval

Order Details	Shipping Details
Submission Date: xx/xx/xxxx	Need By Date: xx/xx/xxxx
Customer: SCHOOL01	Delivery Method: FedEx Ground
User: SYSTEM	Shipment Reason: Did not order in time
Status: DELIVERED	Special Instructions:
	Ship To: First Lastname 123 Example Street Example, Iowa 12345
	E-Mail: Last01@school.edu
	Phone: 555-555-0101
	Fax: 555-555-0001

Material Selection		
Item	Description	Quantity
111111-1111	DISTRICT COORDINATOR PACKET	1
222222-2222	DISTRICT COORDINATOR HANDBOOK	1
333333-3333	SCHOOL COORDINATOR HANDBOOK	1
444444-4444	ANSWER FOLDER, HS MATH	1

4.4.1 Order Details Section

The **Order Details** section (top left of screen) displays the submission date, district name, user name, and order status information.

Test Materials(5017)		
Return to Order List		
Submission Date: xx/xx/xxxx	Need By Date: xx/xx/xxxx	Delivery Method: FedEx Ground
Customer: SCHOOL01	Shipment Reason: Did not order in time	Special Instructions:
User: SYSTEM	Status: DELIVERED	Ship To: First Lastname 123 Example Street Example, Iowa 12345
		E-Mail: Last01@school.edu
		Phone: 555-555-0101
		Fax: 555-555-0001

4.4.2 Shipping Details Section

The **Shipping Details** section (top right of screen) shows need by date, delivery method, shipment reason, special instructions, and the ship to address.

Test Materials(5017)		
Return to Order List		
Submission Date: xx/xx/xxxx	Need By Date: xx/xx/xxxx	Delivery Method: FedEx Ground
Customer: SCHOOL01	Shipment Reason: Did not order in time	Special Instructions:
User: SYSTEM	Status: DELIVERED	Ship To: First Lastname 123 Example Street Example, Iowa 12345
		E-Mail: Last01@school.edu
		Phone: 555-555-0101
		Fax: 555-555-0001

Shipping Details	
Need By Date:	xx/xx/xxxx
Delivery Method:	FedEx Ground
Shipment Reason:	Did not order in time
Special Instructions:	
Ship To:	First Lastname 123 Example Street Example, Iowa 12345
E-Mail:	Last01@school.edu
Phone:	555-555-0101
Fax:	555-555-0001

4.4.3 Shipment Information Section

Shipment Information (middle of screen) is displayed by shipment number. For each box in the shipment, the estimated arrival date, status, delivery date, confirmation screen, packing list, and tracking numbers are listed.

Box	Status	Delivery Date	Tracking Number
1	Delivered	xx/xx/xxxx	FedEx - 123456789012
2	Delivered	xx/xx/xxxx	FedEx - 123456789013

Shipment # 1 Shipped: xx/xx/xxxx			
Estimated Arrival: xx/xx/xxxx		View Packing List	
All materials received - no problems View Confirmation		⚠ 1 materials backordered	
Box	Status	Delivery Date	Tracking Number
1	Delivered	xx/xx/xxxx	FedEx - 123456789012
2	Delivered	xx/xx/xxxx	FedEx - 123456789013

- Information alerts will inform you of any out-of-the ordinary situations. For example:

⚠ 1 materials backordered

⚠ Shipment Problem

- Select the **View Packing List** link to display Tracking Detail – Shipping Information. You can print the packing list.

[View Packing List](#)

Tracking Detail

[Print](#)

Order ID: 5017

Shipment# 1

Shipping Information

Ship to: 12300078910
 SCHOOL01
 123 EXAMPLE STREET
 EXAMPLE, IOWA 12345
 FIRST LASTNAME
 Phone: (555) 555-1010
 Fax: (555) 555-0001

Packing List:

ITEM	ITEM DESCRIPTION	PACK QUANTITY	PACKAGE DETAILS	BOX NUMBER RANGE	BACK ORDER QUANTITY
11111-0000	PACKET	1	1 pack	1	0
11111-0001	PACKET	1	1 pack	1	0
11111-0003	MANUAL	0	Single		1
11111-0004	LABELS	1	Sheet	1	0
11111-0005	HANDBOOK	1	Single	1	0

- Select the **View Confirmation** link to enter or display confirmation information.

[View Confirmation](#)

[Save](#)
[Cancel](#)

Shipment Confirmation

Date Received: / / (MM/DD/YYYY)

☐ All materials received - no problems
☐ Materials missing or other problems

Description of problem:

- In **Date Received**, enter the month, date, and year that you received your shipment. Use MM/DD/YYYY format.
- Select the **All materials received...** radio button to indicate that you received your materials with no problem.
- Select the **Materials missing....** radio button to indicate that there were materials missing or other problems with your order.
- If you selected the lower radio button, enter a brief description for the problem with your order in the **Description of problem** dialog box.
- Use the carrier's tracking information website to review specific details about your shipment.

FedEx - [1234567891234567891234](#)

Track Shipments

[Printable Version](#)[Quick Help](#)**Detailed Results****Tracking number** 1234567891234567891234**Signed for by** First Lastname**Ship date** xxxxxxxx**Delivery date** xxxxxxxx 8:26 AM**Reference** 812000**Purchase order number** 12300078910**Invoice number** 01234567890**Destination** Example City 01**Delivered to** Shipping/Receiving**Service type** FedEx 2Day Service**Weight** 1.0 lbs.**Status** Delivered

Date/Time	Activity	Location	Details
xxxxxx 8:26 AM	Delivered	Example City 01	
xxxxxx 6:36 AM	On FedEx vehicle for delivery	Example City 02	
xxxxxx 11:16 PM	At local FedEx facility	Example City 02	
8:24 PM	Departed FedEx location	Example City 03	
6:28 PM	Arrived at FedEx location	Example City 04	
8:57 AM	Departed FedEx location	Example City 05	
2:33 AM	Arrived at FedEx location	Example City 06	
xxxxxx 6:55 PM	Left origin	Example City 07	
6:21 PM	Arrived at FedEx location	Example City 08	
5:04 PM	Picked up	Example City 09	
3:42 PM	Package data transmitted to FedEx	Example City 10	

Signature proof

Track more shipments

E-mail your detailed tracking results (optional)

Enter your name and e-mail address, submit up to three e-mail addresses, add your message (optional), and click **Submit**. If you include a message, you must enter your name and e-mail address in the fields provided.

4.4.4 Material Selection Section

Material Selection (bottom of screen) shows the item number, description, and quantity of each item of all the materials that you ordered (some users will not see this feature) in this one order. See the section on Order Entry Materials Selection.

The screenshot shows a web form titled 'Test Materials(3027)'. It contains several sections: 'Order Details' with fields for Order Number, Customer, User, and Status; 'Shipping Details' with fields for Ship To, Ship Date, and Ship Method; 'Order History' with a table of previous orders; and 'Material Selection' at the bottom, which is circled in red. The 'Material Selection' section contains a table with columns for Item, Description, and Quantity.

Item	Description	Quantity
111111-1111	DISTRICT COORDINATOR PACKET	1
222222-2222	DISTRICT COORDINATOR HANDBOOK	1
333333-3333	SCHOOL COORDINATOR HANDBOOK	1
444444-4444	ANSWER FOLDER, HS MATH	1

Material Selection		
Item	Description	Quantity
111111-1111	DISTRICT COORDINATOR PACKET	1
222222-2222	DISTRICT COORDINATOR HANDBOOK	1
333333-3333	SCHOOL COORDINATOR HANDBOOK	1
444444-4444	ANSWER FOLDER, HS MATH	1